

## Obtaining State IDs and Creating Barcode Files Guide for Accredited Nonpublic Schools

1. If you do not have a student information system, you may download a free application provided by the Department of Education at [http://www.iowa.gov/educate/index.php?option=com\\_content&task=view&id=1&Itemid=1264](http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=1&Itemid=1264). With this application, you will be able to create files to obtain state ID numbers and create barcode files. For help with the DE-issued application, contact Peter Green at (515) 281-3309 or [peter.green@iowa.gov](mailto:peter.green@iowa.gov). For help creating state ID extracts/barcode files with student information systems (such as JMC, PowerSchool, Infinite Campus, MacSchool), contact your vendor directly.
2. To create state ID extracts and barcode files, you will need to know your state-assigned school code (or building number), district code (which is the code of the public district in which your school is located), and the resident code of all students (the district in which students reside). See 'Iowa accredited nonpublic schools' and 'Iowa public school districts' files (pages 2-5 of this document) to obtain these numbers.
3. To gain access to the DE state student ID web application, read the 'Policy Statement' (page 6-13), fill out and sign the 'Assurance statement for nonpublic personnel' (page 14), and fax the assurance statement to Mary Linnenbrink at 515-281-8777. Mary will then e-mail you a log-in and password to access the state student ID web application.
4. Instructions and guides for using the state student ID web application are located at [http://www.iowa.gov/educate/index.php?option=com\\_content&task=view&id=1&Itemid=1264](http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=1&Itemid=1264). 'State ID Update, Fall 2008' and 'Quick Guide to Obtaining State IDs - Uploading Batch Files' (also pages 15-16) contain useful information. If you have any questions about the state student ID application, contact Mary Linnenbrink at (515) 725-2107 or [mary.linnenbrink@iowa.gov](mailto:mary.linnenbrink@iowa.gov).
5. Once you have state student ID numbers for all students, you may create a barcode file through your student information system, DE application, or template provided by Iowa Testing Programs. For help with the DE-issued application, contact Peter Green at (515) 281-3309 or [peter.green@iowa.gov](mailto:peter.green@iowa.gov). For help creating barcode files with student information systems, contact your vendor directly.
6. The information needed to create bar code files is located at <http://www.education.uiowa.edu/itp/documents/08-09BarCodeInputFileRecordLayout.pdf>. You may download a barcode template or find more information about barcode files at <http://www.education.uiowa.edu/itp/downloads.htm>.
7. Please refer to the Iowa Testing Programs website at <http://www.education.uiowa.edu/itp/index.htm> for more information regarding their procedure of submitting barcode files

## Iowa Accredited Nonpublic Schools and Specially Accredited College Preparatory Schools

District Code	School Code	Name	District Code	School Code	Name
1611	8103	All Saints Catholic School	4271	8506	Iowa Mennonite School
1053	8101	All Saints School	6990	8311	Ireton Christian School
0261	8503	Ankeny Christian Academy	1053	8220	Isaac Newton Christian Academy
6961	8150	Aquin Elementary School	1611	8115	John F Kennedy Cath Sch
6961	8001	Archbishop Hennessy Catholic Elem Schools	0819	8302	Kanawha Christian School
1611	8101	Assumption High School	3312	8115	Keokuk Catholic Schools Keokuk Catholic School
7110	8101	Assumption School	0999	8104	Kuemper Catholic Grade School
6961	8146	Beckman High School	0999	8101	Kuemper High School
0126	8108	Bishop Garrigan High School	1053	8217	LaSalle Middle School
4581	8103	Bishop Hayes Catholic School	0621	8114	Lourdes Catholic School
6039	8106	Bishop Heelan Catholic High School	7029	8204	Lutheran Interparish School
6795	8101	Blessed Sacrament School	6961	8156	Luxemburg Center
6100	8101	Calmar Festina Spillville Catholic Sch	2169	8504	Maharishi Secondary School
2709	8501	Central Iowa Christian School	2169	8502	Maharishi School Of The Age Of Enlightenment
0609	8204	Central Lutheran School	1611	8117	Marquette Academy
1737	8117	Christ The King School	0585	8109	Marquette High School
1197	8202	Clarinda Lutheran School Association	4104	8103	Marshalltown Catholic Grade School
6985	8201	Clemons Lutheran School	6039	8115	Mater Dei Sch Immaculate Conception Center
6795	8114	Columbus Catholic High School	6039	8116	Mater Dei School Nativity Center
2313	8301	Community Christian School	1863	8128	Mazzuchelli Catholic Middle School
6762	8203	Community Lutheran School	1737	8221	Mt Olive Lutheran School
6219	8103	Concordia Lutheran School	5607	8319	Netherlands Reformed Christian School
4033	8103	Danbury Catholic School	4131	8102	Newman Catholic Elementary School
6100	8105	De Sales Grade School	4131	8105	Newman Catholic High School
6579	8502	Des Moines Christian Elementary School	4725	8301	Newton Christian DaySchool
6579	8503	Des Moines Christian Secondary School	4131	8401	North Iowa Christian School
6795	8115	Don Bosco High School	1095	8505	Northwest Iowa Protestant Reformed Sch
6957	8103	Dowling Catholic High School	0882	8104	Notre Dame Elementary School
1863	8160	Dubuque Lutheran School	3029	8104	Notre Dame Elementary School
2088	8102	Emmetsburg Catholic School	0882	8101	Notre Dame High School
3600	8105	Gehlen Catholic Elem School	5994	8301	Ocheyedan Christian School
3600	8104	Gehlen Catholic School Incorporated	4149	8308	Orange City Christian School
1737	8104	Grandview Park Baptist	5013	8301	Oskaloosa Christian School
1737	8504	Grandview Park Baptist	5166	8301	Pella Christian Grade School
3645	8100	Heartland Christian School	5166	8302	Pella Christian High School
6961	8137	Hennessy Catholic School Petersburg Center	5166	8305	Peoria Christian School
6961	8102	Hennessy Catholic School St Boniface Center	5283	8102	Pocahontas Catholic Grade School
6961	8158	Holy Cross Center	1278	8110	Prince of Peace College Prep
6039	8104	Holy Cross Blessed Sacrament School	1278	8120	Prince of Peace Preschool
6039	8114	Holy Cross St Michael School	1278	8103	Prince of Peace Academy Elementary Building
1737	8108	Holy Family School	3141	8108	Regina Elementary School
1863	8127	Holy Ghost School	3141	8104	Regina Jr Sr High School
2322	8105	Holy Trinity High School Holy Trinity Jr-Sr. High	1053	8216	Regis Middle School
1737	8119	Holy Trinity School	1863	8136	Resurrection School
0747	8305	Hull Christian School	0621	8511	Rivermont Collegiate
0747	8306	Hull Protestant Reformed Christian School	5607	8315	Rock Valley Christian School
1116	8102	Immaculate Conception School	4869	8102	Sacred Heart Elementary School
6795	8110	Immaculate Conception-St Joseph	4446	8106	Sacred Heart Grade School
6795	8202	Immanuel Lutheran School	0729	8103	Sacred Heart School
6983	8303	Inwood Christian School	4995	8103	Sacred Heart School
6957	8107	Iowa Christian Academy	4041	8108	Sacred Heart School
6957	8108	Iowa Christian Academy Grades 7-12	6039	8111	Sacred Heart School
6102	8102	Iowa Great Lakes Lutheran School	6102	8101	Sacred Heart School

(continued on next page)

## Iowa Accredited Nonpublic Schools and Specially Accredited College Preparatory Schools (continued)

District Code	School Code	Name	District Code	School Code	Name
6795	8104	Sacred Heart School	6219	8102	St Mary Grade School
6957	8104	Sacred Heart School	3060	8101	St Mary School
2862	8304	Sanborn Christian School	6219	8101	St Mary's High School
6930	8503	Scattergood Friends School	5486	8103	St Marys High School
6961	8157	Seton Catholic Elem Sch Peosta Center	2763	8103	St Marys School
6961	8153	Seton Catholic Elem Sch Farley Center	6950	8104	St Marys School
6961	8155	Seton Catholic Elem Sch Epworth Center	1053	8109	St Matthew School
5049	8101	Seton Catholic School	0135	8102	St Patrick School
0126	8101	Seton Grade School	0234	8102	St Patrick School
2826	8101	Shelby Co. Catholic Sch	1044	8113	St Patrick School
5949	8305	Sheldon Christian School	5184	8102	St Patrick School
6030	8314	Sioux Center Christian School	5949	8101	St Patrick's School
4149	8104	Spalding Catholic St Anthony Center	2313	8206	St Paul Lutheran School
4149	8105	Spalding Catholic St Mary's Center	6961	8101	St Paul School
4149	8116	Spalding Catholic High School	1611	8109	St Paul The Apostle School
1476	8004	St Albert Catholic Schools	0916	8201	St Pauls Lutheran School
1476	8103	St Albert Elementary Sch Intermediate Level	6039	8217	St Pauls Lutheran School
1476	8104	St Albert Elementary Sch Primary Level	6840	8207	St Pauls Lutheran School
1476	8108	St Albert Secondary School	1053	8116	St Pius X School
1737	8106	St Anthony School	6579	8112	St Pius X School
1863	8126	St Anthony School	1701	8102	St Rose Of Lima School
3204	8104	St Athanasius School	1737	8113	St Theresa School
1737	8107	St Augustin School	6867	8102	St Thomas Aquinas School
1638	8102	St Benedict School	3906	8303	Sully Christian School
5486	8102	St Catherine-St Mary Grade School	1053	8200	Summit Schools Inc
0225	8104	St Cecilia School	1737	8505	The Academy
1863	8122	St Columbkille School	6957	8512	The Early Education Center
2313	8102	St Edmond Elementary	0009	8302	Timothy Christian School
2313	8104	St Edmond Middle\High School	6509	8109	Trinity Catholic School
6795	8105	St Edward School	0729	8204	Trinity Lutheran School
6822	8101	St Francis of Assisi School	1053	8214	Trinity Lutheran School
6961	8103	St Francis Xavier School	1611	8212	Trinity Lutheran School
6768	8103	St James Elem School	4149	8317	Unity Christian High School
3105	8105	St John Elementary School	1863	8134	Wahlert Catholic High School
4778	8111	St John the Baptist	6795	8502	Walnut Ridge Baptist Academy Middle School
4662	8106	St Joseph Community School	6795	8503	Walnut Ridge Baptist Academy High School
1737	8110	St Joseph Elementary School	6795	8501	Walnut Ridge Baptist Academy Elementary Sch
1082	8109	St Joseph School	0747	8309	Western Christian High School
4086	8106	St Joseph School	1053	8105	Xavier High School
0585	8107	St Josephs Elementary	1701	8201	Zion Lutheran School
1053	8117	St Jude Center	7038	8202	Zion Lutheran School
1053	8108	St Ludmila Center	6099	8203	Zion-St. John Lutheran School
1503	8101	St Malachy School			

## Iowa Public School Districts

District Code	District Name - County #	District Code	District Name - County #	District Code	District Name - County #	District Code	District Name - County #	District Code	District Name - County #
0009	AGWSR - 42	0846	Brooklyn-Guernsey-Malc - 79	1476	Council Bluffs - 78	2349	Fredericksburg - 19	3195	Jefferson-Scranton - 37
0018	Adair-Casey - 39	0873	North Iowa - 95	1503	Creston - 88	2367	Fremont - 62	3204	Jesup - 10
0027	Adel DeSoto Minburn - 25	0882	Burlington - 29	1576	Dallas Center-Grimes - 25	2369	Fremont-Mills - 36	3231	Johnston - 77
0063	Akron Westfield - 75	0914	C and M - 15	1602	Danville - 29	2376	Galva-Holstein - 47	3312	Keokuk - 56
0072	Albert City-Truesdale - 11	0916	CAL - 35	1611	Davenport - 82	2403	Garner-Hayfield - 41	3330	Keota - 54
0081	Albia - 68	0918	Calamus-Wheatland - 23	1619	Davis County - 26	2457	George-Little Rock - 60	3348	Kingsley-Pierson - 75
0099	Alburnett - 57	0936	Camanche - 23	1638	Decorah - 96	2466	Gilbert - 85	3375	Knoxville - 63
0108	Alden - 42	0977	Cardinal - 90	1647	Deep River-Millersburg - 48	2493	Gilmore City-Bradgate - 46	3420	Lake Mills - 95
0126	Algona - 55	0981	Carlisle - 91	1675	Delwood - 23	2502	Gladbrook-Reinbeck - 38	3465	Lamoni - 27
0135	Allamakee - 03	0999	Carroll - 14	1701	Denison - 24	2511	Glenwood - 65	3537	Laurens-Marathon - 76
0153	Allison-Bristow - 12	1044	Cedar Falls - 07	1719	Denver - 09	2520	Glidden-Ralston - 14	3555	Lawton-Bronson - 97
0171	Alta - 11	1053	Cedar Rapids - 57	1737	Des Moines Ind - 77	2556	Graettinger - 74	3600	Le Mars - 75
0225	Ames - 85	1062	Center Point-Urbana - 57	1782	Diagonal - 80	2664	Greene - 12	3609	Lenox - 87
0234	Anamosa - 53	1071	Centerville - 04	1791	Dike-New Hartford - 38	2673	Nodaway Valley - 01	3645	Lewis Central - 78
0243	Andrew - 49	1079	Central Lee - 56	1854	Dows - 99	2682	GMG - 86	3691	North Cedar - 16
0252	Anita - 15	1080	Central - 22	1863	Dubuque - 31	2709	Grinnell-Newburg - 79	3705	Lineville-Clio - 93
0261	Ankeny - 77	1082	Central Clinton - 23	1908	Dunkerton - 07	2718	Griswold - 15	3715	Linn-Mar - 57
0270	Anthon-Oto - 97	1089	Central City - 57	1917	Boyer Valley - 43	2727	Grundy Center - 38	3744	Lisbon - 57
0279	Aplington-Parkersburg - 12	1093	Central Decatur - 27	1926	Durant - 16	2754	Guthrie Center - 39	3798	Logan-Magnolia - 43
0333	Armstrong-Ringsted - 32	1095	Central Lyon - 60	1944	Eagle Grove - 99	2763	Clayton Ridge - 22	3816	Lone Tree - 52
0355	Ar-We-Va - 24	1107	Chariton - 59	1953	Earlham - 61	2766	H-L-V - 48	3841	Louisa-Muscatine - 58
0387	Atlantic - 15	1116	Charles City - 34	1963	East Buchanan - 10	2772	Hamburg - 36	3897	LuVerne - 55
0414	Audubon - 05	1134	Charter Oak-Ute - 24	1965	East Central - 49	2781	Hampton-Dumont - 35	3906	Lynnville-Sully - 50
0423	Aurelia - 18	1152	Cherokee - 18	1967	East Greene - 37	2826	Harlan - 83	3942	Madrid - 08
0441	A-H-S-T - 78	1197	Clarinda - 73	1968	East Marshall - 64	2834	Harmony - 89	3978	Malvern - 65
0472	Ballard - 85	1206	Clarion-Goldfield - 99	1970	East Union - 88	2846	Harris-Lake Park - 30	4014	Manning - 14
0504	Battle Creek-Ida Grove - 47	1211	Clarke - 20	1972	Eastern Allamakee - 03	2862	Hartley-Melvin-Sanborn - 71	4023	Manson Northwest Webster - 13
0513	Baxter - 50	1215	Clarksville - 12	1975	River Valley - 97	2977	Highland - 92	4033	Maple Valley - 67
0540	BCLUW - 38	1218	Clay Central-Everly - 21	1989	Edgewood-Colesburg - 28	2988	Hinton - 75	4041	Maquoketa - 49
0549	Bedford - 87	1221	Clear Creek Amana - 52	2007	Eldora-New Providence - 42	3029	Howard-Winneshiek - 45	4043	Maquoketa Valley - 28
0576	Belle Plaine - 06	1224	Clearfield - 87	2016	Elk Horn-Kimballton - 83	3033	Hubbard-Radcliffe - 42	4068	Marcus-Meriden-Cleghorn - 18
0585	Bellevue - 49	1233	Clear Lake - 17	2088	Emmetsburg - 74	3042	Hudson - 07	4086	Marion Independent - 57
0594	Belmond-Klemme - 99	1278	Clinton - 23	2097	English Valleys - 48	3060	Humboldt - 46	4104	Marshalltown - 64
0603	Bennett - 16	1332	Colfax-Mingo - 50	2113	Essex - 73	3105	Independence - 10	4122	Martensdale-St Marys - 91
0609	Benton - 06	1337	College - 57	2124	Estherville Lincoln Cent - 32	3114	Indianola - 91	4131	Mason City - 17
0621	Bettendorf - 82	1350	Collins-Maxwell - 85	2151	Exira - 05	3119	Interstate 35 - 61	4149	MOC-Floyd Valley - 84
0657	Eddyville-Blakesburg - 90	1359	Colo-Nesco - 85	2169	Fairfield - 51	3141	Iowa City - 52	4203	Mediapolis - 29
0720	Bondurant-Farrar - 77	1368	Columbus - 58	2205	Farragut - 36	3150	Iowa Falls - 42	4212	Melcher-Dallas - 63
0729	Boone - 0 8	1413	Coon Rapids-Bayard - 14	2295	Forest City - 95	3154	Iowa Valley - 48	4269	Midland - 53
0747	Boyden-Hull - 84	1431	Corning - 02	2313	Fort Dodge - 94	3168	IKM - 24	4271	Mid-Prairie - 92
0819	West Hancock - 41	1449	Corwith-Wesley - 41	2322	Fort Madison - 56	3186	Janesville Cons - 09	4356	Missouri Valley - 43

(continued)

### Iowa Public School Districts (continued)

District Code	District Name - County #	District Code	District Name - County #	District Code	District Name - County #	District Code	District Name - County #
4419	MFL MarMac - 22	5049	Ottumwa - 90	6039	Sioux City - 97	6700	Waco - 44
4437	Montezuma - 79	5121	Panorama - 39	6091	Southern Cal - 13	6741	Wall Lake View Auburn - 81
4446	Monticello - 53	5139	Paton-Churdan - 37	6092	South Clay - 21	6750	Walnut - 78
4491	Moravia - 04	5160	PCM - 50	6093	Solon - 52	6759	Wapello - 58
4505	Mormon Trail - 93	5163	Pekin - 54	6094	Southeast Warren - 91	6762	Wapsie Valley - 09
4509	Morning Sun - 58	5166	Pella - 63	6095	South Hamilton - 40	6768	Washington - 92
4518	Moulton-Udell - 04	5184	Perry - 25	6096	Southeast Webster Grand - 94	6795	Waterloo - 07
4527	Mount Ayr - 80	5250	Pleasant Valley - 82	6097	South Page - 73	6822	Waukee - 25
4536	Mount Pleasant - 44	5256	Pleasantville - 63	6098	South Tama County - 86	6840	Waverly-Shell Rock - 09
4554	Mount Vernon - 57	5283	Pocahontas Area - 76	6099	South O'Brien - 71	6854	Wayne - 93
4572	Murray - 20	5301	Pomeroy-Palmer - 13	6100	South Winneshiek - 96	6867	Webster City - 40
4581	Muscatine - 70	5310	Postville - 03	6101	Southeast Polk - 77	6921	West Bend-Mallard - 74
4599	Nashua-Plainfield - 19	5325	Prairie Valley - 94	6102	Spencer - 21	6930	West Branch - 16
4617	Nevada - 85	5328	Prescott - 02	6120	Spirit Lake - 30	6937	West Burlington Ind - 29
4644	Newell-Fonda - 11	5337	Preston - 49	6138	Springville - 57	6943	West Central - 33
4662	New Hampton - 19	5463	Red Oak - 69	6165	Stanton - 69	6950	West Delaware County - 28
4689	New London - 44	5486	Remsen-Union - 75	6175	Starmont - 33	6957	West Des Moines - 77
4725	Newton - 50	5508	Riceville - 45	6219	Storm Lake - 11	6961	Western Dubuque - 31
4751	Nishna Valley - 65	5510	Riverside - 78	6246	Stratford - 40	6969	West Harrison - 43
4761	Nora Springs-Rock Falls - 34	5607	Rock Valley - 84	6264	West Central Valley - 39	6975	West Liberty - 70
4772	North Central - 98	5616	Rockwell-Swaledale - 17	6273	Sumner - 09	6983	West Lyon - 60
4773	Northeast - 23	5625	Rockwell City-Lytton - 13	6345	Terril - 30	6985	West Marshall - 64
4774	North Fayette - 33	5643	Roland-Story - 85	6408	Tipton - 16	6987	West Monona - 67
4775	Northeast Hamilton - 40	5697	Rudd-Rockford-Marble Rk - 34	6417	Titonka Consolidated - 55	6990	West Sioux - 84
4776	North Mahaska - 62	5724	Ruthven-Ayrshire - 74	6453	Treynor - 78	6992	Westwood - 97
4777	North Linn - 57	5742	Sac - 81	6460	Tri-Center - 78	7002	Whiting - 67
4778	North Kossuth - 55	5751	St Ansgar - 66	6462	Tri-County - 54	7029	Williamsburg - 48
4779	North Polk - 77	5805	Saydel - 77	6471	Tripoli - 09	7038	Wilton - 70
4784	North Scott - 82	5823	Schaller-Crestland - 81	6509	Turkey Valley - 96	7047	Winfield-Mt Union - 44
4785	North Tama County - 86	5832	Schleswig - 24	6512	Twin Cedars - 63	7056	Winterset - 61
4787	North Winneshiek - 96	5868	Sentral - 55	6516	Twin Rivers - 46	7083	Woden-Crystal Lake - 41
4788	Northwood-Kensett - 98	5877	Sergeant Bluff-Luton - 97	6534	Underwood - 78	7092	Woodbine - 43
4797	Norwalk - 91	5895	Seymour - 93	6536	Union - 07	7098	Woodbury Central - 97
4860	Odebolt-Arthur - 81	5922	SCMT - 35	6561	United - 08	7110	Woodward-Granger - 25
4869	Oelwein - 33	5949	Sheldon - 71	6579	Urbandale - 77		
4878	Ogden - 08	5976	Shenandoah - 73	6591	Valley - 33		
4890	Okoboji - 30	5994	Sibley-Ocheyedan - 72	6592	Van Buren - 89		
4905	Olin Consolidated - 53	6003	Sidney - 36	6615	Van Meter - 25		
4978	Orient-Macksburg - 01	6012	Sigourney - 54	6633	Ventura - 17		
4995	Osage - 66	6030	Sioux Center - 84	6651	Villisca - 69		
5013	Oskaloosa - 62	6035	Sioux Central - 11	6660	Vinton-Shellsburg - 06		

**IOWA DEPARTMENT OF EDUCATION DATA ACCESS AND MANAGEMENT POLICY STATEMENT  
FOR THE IOWA STUDENT IDENTIFICATION/LOCATOR SYSTEM  
AND PROJECT EASIER STUDENT RECORDS**

**Introduction/Background**

This policy statement pertains to two components of Project EASIER (Electronic Access System for Iowa Education Records): the EASIER data reporting/database containing individual student records that will be used for the purpose of collecting data needed for state and federal reporting including the federal *No Child Left Behind* Act; and the Iowa Student Identification/Locator System.

Both the EASIER data reporting/database and the Student Identification/Locator System are managed by the Iowa Department of Education (DE) in accordance with state and federal laws. The Family Educational Rights and Privacy Act of 1974, as amended (FERPA, 34 CFR Part 99), the Individuals with Disabilities Education Act (IDEA, 34 CFR §§ 300.127 and 300.560-300.576), and Iowa statutes guard the confidentiality and access to students' educational records. All of these laws and policies are essential to maintaining the confidentiality of student records within the data reporting/database. This policy statement contains information about the procedures that will be used to follow existing laws and ensure the confidentiality of student records maintained in the data reporting/database and the Student Identification/Locator System. It does not expand or in any way change the allowable uses by staff of these systems or the availability of the student records to any other educator or member of the public.

As established by the Iowa Department of Education, the mission of Project EASIER is to "reduce data burden, encourage better decision-making by establishing and maintaining a cost-effective method of accessing and transferring accurate and timely education information among school districts, postsecondary institutions and the Iowa Department of Education. Underlying principles of the project include a commitment toward reduction of paper-based reporting, building on existing technologies available to schools, a commitment toward the elimination of paper-based college transcripts, the voluntary adoption of a common basis for facilitating meaningful information exchange between appropriate parties, and greater security of confidential student information."

The EASIER data reporting/database will contain data on all students in public schools in prekindergarten and kindergarten programs, grades one through twelve, and all students receiving special education and related services through age 21 in a public school system or private school. The EASIER data reporting/database may also contain records from nonpublic schools if they choose to utilize either system. The database will maintain minimal data about student participation in state and federal programs for which reporting is required, including information about English language learners and students in migrant, Title I, and career/technology (Perkin's vocational) education. Through the use of a unique state student identifier, links to the existing statewide special education and migrant databases will be used to minimize redundant data collection. Assessment data will be linkable from a limited database provided by the Iowa Testing Program.

The Iowa Student Identification/Locator System contains a selected set of data about individual students that will allow for the assignment of a unique student identifier and that provides a district administrator with the capacity to locate the identifier of a student who has transferred into his/her district from another district within Iowa. The goal of this system is to maintain a unique identifier for every Iowa student such that: 1) only one student is ever assigned a particular number; 2) once a student is assigned a number, that number is always associated with that student throughout his or her educational career or until he or she leaves the state; and 3) a student is only assigned one number so that the student is not duplicated in the EASIER database.

The EASIER data reporting/database and the Iowa Student Identification/Locator System are managed by staff in the Bureau of Planning, Research and Evaluation, within the Division of Financial and Information Services of the DE. The bureau chief is the designated authority to establish and maintain a system of data protection for the data reporting/database in accordance with the Family Educational Rights and Privacy Act and other relevant state and federal laws and regulations.

Beginning with the 2004-05 school year, all public school districts must submit required information electronically through the use of individual student records and each record submitted must contain a unique student identifier.

### **Guiding Principles**

The following principles have been used in establishing a Data Access and Management Policy:

- Student information is a valuable asset of the Iowa Department of Education and should be treated as such;
- The Iowa Department of Education manages student information under its control throughout its life cycle, from inception to appropriate destruction;
- The Iowa Department of Education is responsible for controlling access to and use of student information associated with EASIER;
- The Iowa Department of Education is responsible for reviewing and updating policies and regulations covering confidential student information and ensuring that its activities comply with state and federal law; and
- The Iowa Department of Education is responsible for communicating its data collection practices.

### **Definitions and Background Information Related to this Policy**

Iowa adheres to the confidentiality requirements of both federal and state laws, including but not limited to the Family Educational Rights and Privacy Act, the Individuals with Disabilities Education Act (IDEA), the Protection of Pupil Rights Amendment (PPRA) and the National School Lunch Act. The following definitions are derived from these laws and other related documents that are relevant to the implementation of the DE's

Data Access and Management Policies associated with the EASIER data reporting/database and the Student Identification/Locator System.

*Privacy* refers to an individual's right to freedom from intrusion due to disclosure of personally identifiable information without parental consent.

*Confidentiality* refers to an agency's obligation not to disclose or transmit information about individual students to unauthorized parties. Confidentiality consists of the measures used by an authorized agency to protect how personally identifiable information is collected and maintained and when consent by the student or his or her parent/guardian is required to release information.

*Personally identifiable information* generally includes, but is not limited to: the student's name; the name of the student's parent/guardian; the address of the student or student's family; a personal identifier, such as the state student identifier; personal characteristics or other information that would make the student's identity easily traceable. A small set of this information is essential for assigning identifiers and for identifying students who have transferred from another district within the state or who have returned to the state who already have identifiers. This information will be maintained securely in the Iowa Student Identification/Locator System.

*Disclosure* means to permit access to, revealing, releasing, transferring, or otherwise communicate personally identifiable information contained in education records to any party, by any means, including oral, written, or electronic means.

*Access* means to view, print, download, copy, retrieve data from a computer, computer system, or computer network.

*Confidential data* means information that would tend, by itself or with other information, to identify particular person(s). Confidential data includes information which is intended for the use of a particular person/group and whose unauthorized disclosure could be prejudicial to the individual it identifies.

### **Protections**

To protect confidentiality of the individual student information and prevent unauthorized disclosure of data, the Iowa Department of Education has established the following policies and/or practices:



### Limit Access to the Student Identification/Locator System

- **District and School Personnel**  
The superintendent of a public school district, appropriate administrator in a nonpublic school, or director of special education in an area education agency (AEA) is responsible for authorizing access to the Student Identification/Locator System. The superintendent and each staff member authorized by the superintendent will be assigned a unique password and login. The level of access, building specific or district wide, to the Student Identification/Locator System will be assigned by the superintendent and managed by the DE through the login and password of the user. An individual will have access to the system upon signing an assurance statement, having the signed approval of the superintendent, and providing the assurance statement to the DE. The assurance statement must be on file in the DE prior to issuance of a password/ID by the Department. Passwords will expire on a regular basis. (The expiration period has not been established as of the release date of this document.)
- **District Access Through Batch Processing or Individual Student Lookup**  
The Student Identification/Locator System will allow districts to upload a batch file of students for their district, download from the identifier system a batch file of students previously submitted from their district, create a student ID on-line, or use the Query Student Locator Database utility to search for individual students throughout the state. For the purposes of assigning an ID, districts will not be allowed to view or download batch files uploaded by other districts. District staff may only search for students for the purpose of assigning or locating a unique identifier.
- **Department of Education Staff Access**  
Only a limited number of Department of Education staff have access to the Student Identification/Locator System and to the EASIER student records. Any departmental member assigned responsibilities must sign an assurance statement regarding their use and the nondisclosure of confidential information. Examples of staff having access are the network administrator and database administrator from the Information Technology Services (ITS) Bureau, and educational program consultants in the Bureau of Planning Research and Evaluation that work directly with districts in implementing and supporting the Student Identification/Locator System and the EASIER data reporting/database. The level of access to the system, selected districts/buildings or all records, will depend upon the staff member's responsibility. Other departmental staff will not have access to the Student Identification/Locator System nor to EASIER databases.
- **Public Access**  
The general public will not have access to the system.
- **Legislative Access**  
The legislature will not have access to the system.

- Federal Government  
Federal agencies will not have access to this system.
- Access Exceptions  
Under this Policy, no private or confidential data will be released except under the following circumstances as stated in 34 CFR Part 99 Final Regulations for FERPA:
  1. To teachers and officials of the district in which the student is enrolled when the determination has been made that there are legitimate educational interests, under Section 99.31(a)(1).
  2. To school and district personnel when a student is seeking to enroll, under Section 99.31(a)(2).
  3. To comply with a lawfully issued subpoena or court order, under Section 99.31(a)(9)(i).
  4. To educational officials in connection with an audit or evaluation of a federal or state supported education program, under Section 99.32(c)(3).
  5. To appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals, under Section 99.36(a). In cases of health or safety emergency, the request for release must first be directed to the school district that owns the data. The data reporting/database manager, under Section 99.36(a), may also convene a committee to evaluate the request to determine whether or not the person who would receive the information is in a position to deal with the emergency and the extent to which time is of the essence.
  6. To researchers whose proposals are approved by the data reporting/database manager, when a clear legitimate educational interest is established, provided that personally identifiable information if discovered is not disclosed to anyone other than the initiator of the request and the data reporting/database manager. A determination of legitimate educational interest is based in part on whether sharing information on a specific person would unfavorably affect that individual's ability to learn and function in the classroom. [Section 99.31(a)(6)]

Data will be disclosed only on the conditions that: (1) the party to whom the data are released does not disclose the information to any third party without the prior written consent of the data reporting/database manager, the company who provided the student assessment data (if assessment data are being disclosed), or the school district that owns the data; (2) the data are protected in a manner that does not permit the personal identification of an individual by anyone except the party referenced in the disclosure; and (3) the data are destroyed when no longer needed for the purposes under which the disclosure was granted.

The chief of the Bureau of Planning, Research and Evaluation will account to the administrator of the Division of Financial and Information Services and the

director of the Department of Education for all disclosures or requests for disclosures. This includes keeping a list of the data, nature, and purposes of the disclosure, and to whom the disclosure was made.

#### System Security

The Student Identification/Locator System database server will be maintained in a locked server room in the ITS Bureau at the Iowa Department of Education. The ITS Bureau administrator and ITS staff will monitor security notices affecting the system software and will maintain the current software patches for the system components housed at the Iowa Department of Education. ITS Bureau staff will monitor the access logs for the database for activity in violation of the Student Data Privacy and Management Policy.

A web server used by district personnel to access the identifier and for reporting through the EASIER data reporting/database is located at Information Technology Enterprise (ITE) at the Department of Administrative Services. The ITS Bureau administrator and ITS staff will work closely with the Information Technology Enterprise at the Department of Administrative Services to ensure appropriate firewall protection and intrusion detection efforts are in place for the system components housed at ITE. The ITS Bureau administrator and ITS staff will monitor security notices affecting the system software and will work with ITE staff to ensure that the current software patches are in place for the system components located at the Information Technology Enterprise, Department of Administrative Services.

#### Statistical Security

The EASIER data reporting/database system will be used to produce summary reports from individual data that relate to groups of students, rather than to single individuals. It will also be linked to other databases to produce summary reports. While it may seem that the use of anonymous aggregated data poses little threat to confidentiality, there are some cases where populations may include only a few individuals. Statistical disclosure is the risk that arises when a population is so narrowly defined that tabulations are apt to produce a reported number small enough to permit the identification of a single individual. In such cases, the chief of the Bureau of Planning, Research and Evaluation will apply *statistical cutoff procedures* to ensure that confidentiality is maintained. It is the DE's intent to avoid the possibility of inadvertently reporting personally identifiable information about any student.

### **Data Use and Release**

#### State and Federal Reporting

A key purpose of the EASIER data reporting/database is to provide access to statistical information that improves the education-related decisions of teachers, administrators, policymakers, parents, and other education stakeholders as well as the general public. Private or confidential data on an individual will not be created, collected, stored, used, maintained, or disseminated by the data reporting/database in violation of federal or state law. Also private or confidential data will not be used for any purpose other than those already stated in the data dictionary for the data reporting/database or by agreement with

companies that provide student assessment data. If the DE enters into a contract with a private individual or third party to perform any of the data reporting/database manager functions, that agreement shall require that the data be protected in the same fashion.

The Department will aggregate the individual student data received through Project EASIER to complete state and federal reporting requirements including:

- Performance Based Data Management Initiative (PBDMI)
- Common Core Data (CCD)
- Condition of Education Report
- State No Child Left Behind Reports (AYP)

Data collected by the Student Identification/Locator System will not be used for federal or state reporting.

#### Agency Data Sharing

The Department will not grant access to the statewide Student Identification/Locator System to other state agencies. The Department will not share individual student data with other state agencies. The Department will comply with requests for individual student data from federal governmental agencies as required by law.

#### Researchers

The Department will not provide confidential student information to researchers. Requests for non-confidential data will be considered if the researcher's proposal is approved by the chief of the Bureau of Planning, Research and Evaluation; a clear legitimate educational interest is established; and it is clearly stated that personally identifiable information if discovered is not disclosed to anyone other than the initiator of the request and the bureau chief. The researcher must provide a description of the research, including research plan, staffing and funding source and provide documentation indicating that the research project has been approved by the Human Subjects Board at the college/university.

Final approval will be made by the director of the Iowa Department of Education.

#### Public

The Department will not provide individual student data to the general public.

### **Improper Disclosure of Student Records**

The chief of the Bureau of Planning, Research and Evaluation has the responsibility for determining whether a request for access to the student records constitutes a legitimate request for an appropriate usage of student data. If the request does not meet standards established by DE for the appropriate release of student data, then the chief of the Bureau of Planning, Research and Evaluation will deny the request.

The chief of the Bureau of Planning, Research and Evaluation is also responsible for determining if personally identifiable information has been inappropriately disclosed by an Iowa official or a third party allowed use of the data in violation of this policy. If the disclosure is made by an Iowa official in violation of federal code, the official may be subject to removal or impeachment and may be guilty of a Class III misdemeanor. If an improper disclosure is made by someone other than an Iowa official, then the parties will not have access to any data reporting/database information for five years as required by FERPA. In addition, all violations will be reported to the appropriate federal and state enforcement agencies.

### **Ownership of the Data**

School districts or other primary sources of the data that are located in the data reporting/database are the originators and owners of those data. The chief of the Bureau of Planning, Research and Evaluation functions as the custodian of the data in the DE. In order to protect the data in its custody, the DE has established this policy which is implemented by the chief of the Bureau of Planning, Research and Evaluation. The policy ensures that all data are securely maintained with safeguards on all personally identifiable information in the data reporting/database.

**IOWA DEPARTMENT OF EDUCATION  
STUDENT IDENTIFICATION/LOCATOR SYSTEM ASSURANCE STATEMENT  
NONPUBLIC PERSONNEL**

Individual student information contained in the Iowa Department of Education's Student Identification/Locator System is collected for the purpose of generating unique student identification numbers. The data are protected by state and federal laws and must be maintained in a confidential manner at all times.

As an employee of a local school district, AEA, nonpublic school, or the Iowa Department of Education, that has access to records in the Student Identification/Locator System, you are required to maintain this information in a confidential manner. The unauthorized access to, modification, deletion or disclosure of information from the Student Identification/Locator System may compromise the integrity of the system, violate individual student rights of privacy, and/or constitute a criminal act and subject the employer to a loss of federal funds.

Unauthorized viewing, reproduction/copying, and/or distribution of any student record or information outside the intended and approved use of the Student Identification/Locator System is strictly prohibited. Users violating the authorized use of the Student Identification/Locator System will lose access privileges to the system. Illegal access or misuse of this information may also be punishable by fine and/or imprisonment.

I have received and read the Iowa Department of Education's Data Access and Management Policy for the Iowa Student Identification/Locator System and Project EASIER Student Records.

**I acknowledge and agree to the above requirements.**

School Building (and System Name if applicable): \_\_\_\_\_

Employee Name (print): \_\_\_\_\_

Employee Email Address: \_\_\_\_\_

Employee Telephone Number: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head Administrator/Diocese Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

**Please fax to Mary Linnenbrink: 1-515-281-8777**

**For Department of Education Use**

*Password*

*Assigned:* \_\_\_\_\_

## Quick Guide to Obtaining State IDs – Uploading Batch File

1. Extract ID file from local student information system and save to the desktop or another location easy to remember.
2. Log into [www.edinfo.state.ia.us](http://www.edinfo.state.ia.us) (BEDS website)
  - Login:
  - Password:
3. Select the State ID button.
4. Select Upload Batch File.
5. Click Browse.
6. Find extract file on your computer. Select file and click Open.
7. Click Upload.
8. Check file status.
  - If errors > 30, correct in local system, extract again, and upload new file. (return to step 4).
  - Otherwise, click Validate Data.
9. Check current file status.
  - If errors in student records exist, correct online by clicking EDIT. Make corrections or cancel each record with errors.
  - Once status shows Data Validation Complete, click Assign State ID.
10. Check current file status.
  - If near matches are found, click “Resolve Near Matches/Duplicates”.
  - Select a student to review by clicking the “Review and Select” button.
  - Compare your student information on the top with the selected student on the bottom. For more comparative information, click the student’s first or last name from a student on the bottom. Your student’s information is always displayed on the top. The student who may be a match is always displayed on the bottom. Click “Return to List of Near Matches” if the name link had been clicked.
  - Click on the resident district number or school number to display additional information about the attending school or resident district.
  - Decide what action to take from among the following choices:
    - a. If the student on the bottom is your student, click the radio button on the left next to the appropriate match. Click “Assign Selected”.
    - b. Cancel the student record if no assignment is to be made at this time.
    - c. If the student on the bottom is not your student, click “Create New ID” if none of the near matches are your student.
    - d. Click “Select Another Record” to move to another near match without making a decision at this time. (All near matches must be resolved to finish processing a file.)
    - e. Continue resolving near matches until all are resolved.
11. When Next Action displays Download State ID, click “Download State ID”.

- Under Status, right click on a PC the blue Download File link. If using a Macintosh, hold Control key while clicking on the blue Download File link .
  - From the pop-up menu, select “Save Target As . . .”, “Save Link to Disk”, or something similar.
  - Select location to save your downloaded file onto your computer from the Save In: dropdown at the top of the Save As screen. To save to the desktop, click on the desktop icon along the left side of Save As: box.
  - Change download filename in File name: box, if you desire. If no change, the filename will begin with “sid\_” followed by a number.
  - Click Save.
  - Select Open to view downloaded file or Close to proceed.
12. To exit the program,
- Select State ID Home or Return to State ID Home.
  - Select “EXIT” (upper right) on State ID page.
  - Select EXIT on Application Menu to log out.